

Home to School Travel Assistance - Personal Travel Assistance Budgets

What is a Personal Travel Assistance Budget?

A Personal Travel Assistance Budget (PTAB) is one of several modes of travel assistance that the Royal Borough of Greenwich can offer to parents or carers of children and young people with special educational needs, disabilities, or medical conditions who are eligible for travel assistance.

A PTAB is a sum of money that allows parents or carers to arrange personalised, flexible travel arrangements that suit the need of their child and family.

Parents or carers can use their budget in any way that they would like to make sure that their child attends school regularly and arrives and leaves on time. Parents or carers will not need to show us how their PTAB is spent.

If attendance at school falls below a certain level, the PTAB will be reviewed to see whether it is still the right thing for the child. The PTAB may be withdrawn as a result of this review, depending on consultation with the school and family.

PTABs do not affect any other benefits a family already receives.

Who will be offered a PTAB?

To be eligible to receive a PTAB a child or young person must meet our travel assistance policy criteria. The SEND Travel Assistance Team will determine the mode of travel assistance offered to CYP and families based on their individual needs and specific circumstances, following our processes as outlined in the policy. A family may be suitable for a PTAB if the young person or family is able to make their own travel arrangements with funding from the Council.

Parents and carers can also request a PTAB at any time. This will be reviewed by the SEND Travel Assistance Team.

How much are Personal Travel Assistance Budget amounts?

The amount of PTAB that parents or carers can receive is calculated based on the walking distance from their home to their school.

	Distance (mi)	Annual PTAB amount
Band 1	<5	£2000
Band 2	5-10	£4000
Band 3	>10	£6000

What can parents or carers use their Personal Travel Assistance Budget for?

Parents or carers can spend their budget how they like as long as their child or young person is supported to attend school regularly and on time.

Some ways PTAB have been used include:

- Covering the cost of fuel for a family car
- Buying a travel pass for a parent or carer or a trusted adult to accompany their child
- Paying another parent who drives to the same school to take their child
- Overcoming barriers that prevent parents or carers from accompanying their child such as childcare arrangements for other children
- Paying for an escort to walk their child to school

We will **not** monitor or ask for evidence about how the money is spent but **can** check school attendance.

How will the Personal Travel Assistance Budget be paid?

Payments will be made by the Council into a designated bank account in six instalments over the academic year, at the start of every half-term. The last period will be used to make any adjustments or corrections to the previous amounts paid.

Why is the Royal Borough of Greenwich offering Personal Travel Assistance Budgets?

We recently enhanced our PTAB offer to promote more independence for children and young people and give more flexibility, choice and control to parents or carers and families. This change also supports our corporate plan ([Our Greenwich](#)) missions, and the need to create a more efficient service.

Benefits from expanding our PTAB offer:

- Giving families freedom and flexibility to make travel arrangements that best meet their needs and circumstances
- Giving families the opportunity to use the PTAB to support their child's personal development and promote their independence

Frequently Asked Questions

Can parents or carers request a Personal Travel Assistance Budget?

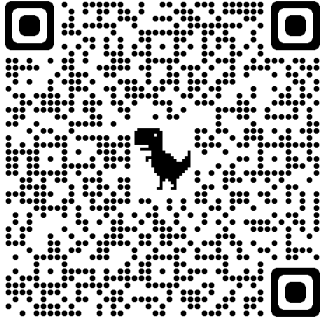
Yes! Parents or carers can request a PTAB in their application. [The application form is available through the Royal Borough of Greenwich website](#) or via the QR code below.

Current users of shared transport can request a move to a PTAB by emailing SEND.TravelAssistance@royalgreenwich.gov.uk to have their application reviewed.

If the child or young person is eligible for travel assistance and we judge that a PTAB can meet their needs, this request will be considered.

Parents or carers will usually be informed of the outcome of the application within 30 working days or later if additional information is required. If a PTAB is agreed, parents or carers will receive a letter with the agreed amount, contracts and any other relevant information.

Apply here!



Is a PTAB voluntary?

The SEND Travel Assistance Team will determine the mode of travel assistance offered to CYP and families based on their individual needs and specific circumstances, following our processes as outlined in the policy. In some cases, we will offer CYPs or families a PTAB as a mode of travel assistance if we determine that it is an appropriate for their needs. Parents or carers can appeal our travel assistance offer if they do not believe this meets their needs but supplementary evidence will need to be provided. Families would retain the right to escalation to the Local Government Ombudsman if a family deems that any issues have not been resolved satisfactorily.

If a family is not offered a PTAB but would like one, they are able to express interest for a PTAB any time. However, the SEND Travel Assistance Team will assess each case on an individual basis.

Can a parent or carer stop their Personal Travel Assistance Budgets if it doesn't work out for their family?

A parent or carer can request a change to travel assistance if their circumstances have changed by submitting a travel application with supporting evidence. We will consider this application through our usual processes. Any changes made will be made after the payment period. In the meantime, it will remain the parents' or carers' responsibility to ensure their child attends school.

Will parents or carers continue to get Personal Travel Assistance budgets until their child leaves school?

As children get older, it's likely they will wish to become independent travellers. Independent travel is an important life skill and can help young people to access social and employment opportunities. Parents or carers can start supporting or training their child to travel independently, or they can talk to their school about Independent Travel Training.

Visit our website for more information on Independent Travel Training or contact the SEND Travel Assistance team.

Contact information

SEND Travel Assistance Team

02089218089

SEND.TravelAssistance@royalgreenwich.gov.uk